



JOB DESCRIPTION

Position Title: **Coordinator**

Working Area: **Landscape Design**

Class Code: 3310

Non-Exempt

EEO Code: 03

Effective Date: August 30, 2002

Major Function

Performs professional and technical work coordinating preparing landscape design, installation, and maintenance for projects and programs throughout the County.

Essential Functions

Note: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is a logical assignment to the position.

Reviews and analyzes landscape projects from conception to completion. Recommends design changes, and conducts field inspections during the implementation phase of projects. Coordinates all project activities through completion.

Designs and drafts landscape plans, including site distance and elevation details. Conducts public meetings regarding landscape projects, and provides information regarding projects. Coordinates and implements volunteer beautification projects. Provides training and supervision to all individuals and groups on proper planting techniques and maintenance.

Prepares bid specifications for contracted landscape services and special projects. Supervises all landscape maintenance and repair contracts. Ensures compliance with contracted services and bid requirements.

Assists County departments with public/private partnerships on landscaping and beautification projects. Provides technical support for horticulture projects and programs.

Coordinates the effective operation and production of the County Tree Holding Facility. This includes coordination and supervision of volunteers who perform production tasks.

Administers horticulture related grant programs and writes associated reports.

Performs other duties as assigned or as may be necessary.



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Minimum Qualifications

Through knowledge of horticulture practices as related to landscape installation, maintenance, and tree production. Extensive knowledge of growth requirements for trees, shrubs, and groundcovers. Knowledge of insect and disease control strategies. Knowledge of landscape design and drafting techniques. Knowledge of Grades and Standards for Nursery plants, 1998 Ed. Knowledge of roadway design standards and FDOT specifications. Knowledge of Manual on Uniform Traffic Control Devices (MUTCD). Knowledge of irrigation specification and safety criteria.

Ability to plan, organize, and coordinate work activities. Ability to communicate effectively and give and receive oral instructions. Ability to explain technical information effectively and communicate effectively both orally and in writing. Ability to identify trees, shrubs, and groundcovers. Ability to read and understand blueprints, construction contracts, landscape plans, and irrigation plans. Ability to keep accurate records of chemical applications and inventory. Ability to operate heavy equipment such as tractor, bobcat, and front-end loader is desirable.

Skilled in computer operations and use of associated software. Skilled in the application of herbicides and pesticides.

Bachelor's Degree in Landscape Architecture, Horticulture, or a closely related field and three (3) years experience in the Horticultural Field to include landscape design, installation, maintenance, and tree production.

Must possess and maintain a valid Florida Driver's License.

Must possess and maintain a restricted pesticide license with right-of-way and Ornamental and Turf categories.

A comparable amount of education, training, or experience may be substituted for the minimum qualifications.

Working Conditions

The work environment for this position is a combination of office duties and fieldwork. The incumbent performs duties that require sitting at desk, table or workstation and performing field duties that require extensive walking, bending and stooping. The fieldwork performed by this position will expose the incumbent to high levels of dirt, dust, fumes, chemicals, grasses, trees, and shrubs. Incumbents in this classification must follow safety procedures carefully.